

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
November 27, 2007**

CALL TO ORDER:

Karen Quinn, Chairman called the meeting to order at 5:30 PM at the Lincoln Public Library.

PRESENT:

Karen Quinn, Chairman, Dean Voyer, Denise Blais and Wil Postle, Trustees were present. Also in attendance were Becky Boragine, Library Director and Diane Dexter, Assistant Library Director.

ABSENT

Diane Walsh, Treasurer, excused.

APPROVAL OF MINUTES:

The Minutes of the October 30, 2007, meeting were reviewed. A motion to accept the Minutes was made by Wil Postle and seconded by Dean Voyer. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended the monthly Ocean State Libraries Steering Committee meeting and a quarterly Ocean State Libraries meeting.

Ms. Boragine also attended a meeting with the Town Administrator and other Town Department Heads about the 2008/2009 budget. A meeting will be held every Tuesday for budget discussions. She informed the Board that the Library and other Town Departments will have to begin the budgeting process with a zero based budget.

Ms. Boragine attended the 4 Focus Groups scheduled throughout November. She informed the Board that they were not well attended, but the patrons and community members that did attend had great ideas for the future of the Library.

A motion to accept the Director's Report was made by Wil Postle and seconded by Dean Voyer. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the following balances:

- Champlin account - \$1,760.62**
- Trustees account - \$35,174.15**
- Checking account - \$332.96**
- Certificate of Deposit - \$52,660.35**
- Catie Kurowski Fund - \$3,744.23**

Ms. Boragine informed the Board that she received a Legislative Grant check for \$1,500.00. This money will be used to purchase item for the Children's Room at the Library.

The Board received a bill from Elizabeth Mainiero the Needs Assessment Consultant. The Board made a motion to pay the bill of \$3,195.00 from the Trustees Account. The motion was approved unanimously.

A motion that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Dean Voyer and seconded by Wil Postle. The motion was approved unanimously.

UNFINISHED BUSINESS:

Elizabeth Mainiero the Needs Assessment Consultant attended the 4 Focus Group meetings in November. She put together a report for each meeting she attended. The Board will review the reports and put together one of their own next year to present to the Town Administrator.

The Board discussed the upcoming PLA Conference in March of 2008. The Conference will be held in Minnesota. Two Library employees will attend costing approximately \$1,100.00 to \$1,200.00 per person. Ms. Boragine contacted a travel agent and was told a room for 4 nights will cost around \$324.00 per person and two planes tickets around \$557.00 per person. She will get an exact number for the Board after she makes the arrangements.

NEW BUSINESS:

Ms. Boragine provided the Board with an updated Computer/Internet Access Policy. Last month they discussed selling CD's to patrons. They will be able to save all documents created on the Library's computers to a CD. The Board unanimously voted to accept the changes to the Computer/Internet Access Policy.

The Board reviewed the Library's Materials Selection Policy. They unanimously voted to add a Request for Reconsideration of Materials to the end of this policy.

ADJOURNMENT:

There being no further business, a motion was made by Dean Voyer and seconded by Denise Blais to adjourn the meeting at 6:15 PM. The motion was approved unanimously.

Respectfully submitted,

**Caitlyn P. Tucker
Board Secretary**